

**FRS Action Team – Records Change Protocols
Meeting/Conference Call Discussion Notes – April 6th, 2000**

Handouts: The following materials were discussed during the meeting/conference call: (1) “Facility Registry System Validation and Verification Procedures Work-In-Progress” document, (2) two emails from Robert Fallis dealing with FRS Data Element #58, SIC Primary Indicator;” and (3) an email from Michael Barrette of OECA responding to the 3/30 minutes.

Participants: Bill Sonntag & Par Garvey, OEI/OIC; Merle Miller, OECA; Len Fitch, OW; James Rothwell, OIG; Fred Lief, R-IX; Mark Townsend, OPPTS; Lisa Jenkins, OSWER/I-3; Robert Fallis, R-X; Mae Dooley, R-III; BeWanda Alexander, OPPTS; Dalroy Ward & Helene Bethel, SDC/SAIC; and Chuck Herrick, PERI Environmental Associates.

Background: During previous meetings/conference calls, participants completed an item-by-item review of data elements 1-63 of the “FRS Data Elements and Business Rules.” Key aspects of this review process are documented in a Table of Comments, updated weekly and appended to the minutes (Appendix 1) for the last three meetings. The group also reviewed and commented on proposed name change rules, described in a document entitled “General Process Facility Site Name Changes - Draft.”

Summary of Discussions: Bill Sonntag welcomed participants to the meeting and conference call and reviewed progress made during and since the last conference call (3/30). To begin, Sonntag asked participants if they had any comments or changes to the minutes from the last meeting. There were no comments from meeting participants. However, a 4/6 email (which cited the 3/30 minutes) from Michael Barrette posed questions concerning FRS reliance on State records. These questions will be addressed in a written response.

Main points and themes of the discussion include the following:

Validation And Verification Document: Section 2.0, entitled “Completeness Checks,” needs to be revised to emphasize that some values may be derived to create a complete FRS record. This will allow the Agency to take better advantage of utilities developed in the past by EPA and various States. The references in Section 1.0 should include FITS. The document makes several references to the “FRS beta release,” these references are confusing and should be eliminated.

“Source” and “Enterprise” SICs: The group discussed Robert Fallis’ proposal to differentiate between “source” and “enterprise” level SICs. The group agreed upon the value of such a distinction. To address this distinction, Pat Garvey suggested that OIC could document the rationale behind SIC designations in its discussions with Program Offices, especially during the initial population of the FRS. The group agreed that the need to characterize SIC codes is another reason to establish and support a robust network of data stewards. It was also pointed out that an EPA SIC Data Standard would help to address this issue. Bill Sonntag suggested that the final deliverable from the Change Protocol Action Team should address the SIC issue and articulate its importance with regard to Agency goals and objectives.

Old Facility Numbers: The group discussed Len Fitch's concern regarding (the proposed) practice of transferring unique facility identification numbers from one entity to another. Even though the "affiliation" field will indicate a (time and date stamped) change in ownership (for example), it is nevertheless possible – maybe even likely – to result in situations where the new owner is (incorrectly) associated with the old owner or affiliation regime. Sonntag and Garvey agreed to keep this issue open for further discussion, especially with State partners.

Minimum Number of Data Elements: The group discussed the proposition that an authoritative FRS record need include only **three** mandatory data elements: (1) a programmatic identification number, (2) a facility/polygon name, and (3) locational data. Having this information would allow FRS to derive other important data elements; while still providing enough data to identify and avoid duplicate entries. Together, these three elements could constitute an "essential" field for the FRS. It was agreed that this issue is important and bears further discussion, especially with EPA's State partners.

Action Items: OIC will begin working to integrate the "Table of Data Elements and Business Rules," the "Validation and Verification Procedures" document, and other pertinent documentation and commentary to produce a unified FRS Data Management Procedures document. (This will not be available for review by the next [4/13] conference call.) Action Team participants are requested to review all materials discussed during previous meetings/conference calls in an effort to help define and shape the group's "deliverable" and next steps. OIC is also planning to distribute a draft of the FRS Project Plan when complete.

Next Meeting/Call: The next Records Change conference call is scheduled for Thursday, April 13th, from 1:00-2:30.